First name Last name

Title of the Thesis

Subtitle

Metropolia University of Applied Sciences

Degree

Degree Programme

Thesis

Date

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| Author(s)  Title | | First name Last name  Title of the Thesis |
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| Degree | | Name of the degree |
| Degree Programme | | Name of the degree programme |
| Specialisation option | | Name of the specialisation option |
| Instructor(s) | | First name Last name, Title (for example: Project Manager)  First name Last name, Title (for example: Principal Lecturer) |
|  | | |
| Keywords |  | |

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# Introduction

Write the introduction of your thesis here. Use line spacing 1.5 throughout the paper. Balance both right and left margins and hyphenate the text. The last line of a paragraph can be left hanging, that is, it does not have to reach the right margin. Leave one blank line between paragraphs (press enter once).

Begin a new paragraph at the left margin, that is, do not indent the first line.

# Chapter Heading

## Subheading

Label each figure and table appropriately. Provide a number, title and reference (if needed) below each figure and above each table. Integrate all figures and tables with the text: each figure and table must be explained in the text and referred to by its num-ber (… as figure 1 illustrates. /as summarized in table 1.).

There must always be text or a new subheading below each heading. Do not place a figure or table below a heading with no text in between.

Figure 1. Virtual studies completed by Metropolia students in the academic year 2009-2010.

There must always be text between a figure or table and a new heading.

## Subheading

### Subheading

There must always be text or a new subheading below each heading. Do not place a figure or table below a heading with no text in between.

Table 1. Virtual studies completed by Metropolia students in the academic year 2009-2010.

|  |  |
| --- | --- |
| Field of study | Studies completed, ECTS |
| Culture | 131 |
| Technology, Communication and Transport | 552 |
| Health Care and Social Services | 175 |
| Business and Administration | 52 |
| Not bound to a field of study | 18 |
| Metropolia total | 928 |

There must always be text between a figure or table and a new figure or table or a new heading.

### Subheading

There must always be text or a new subheading below each heading.

If a direct quotation is several lines long, indent the quotation and use single (1.0) line spacing. No quotation marks are used then. Always provide a reference to the source. If the direct quotation is shorter than two lines, include it in the body of the text in quotation marks, and provide a reference to the source.

After an indented direct quotation, continue the text at the left margin using line spacing.

References

Details of the references are given here. Use the referencing system required in your degree programme or as agreed with your supervisor.

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